



March 20, 2014

## **How to Apply for Forest Service Jobs**

### **What You Need to Know**

All Forest Service vacancy announcements are posted on [www.USAJOBS.gov](http://www.USAJOBS.gov). You apply directly in [USAJOBS](http://USAJOBS) and receive all application status updates through [USAJOBS](http://USAJOBS).

### **What You Need to Do**

You must have a [USAJOBS](http://USAJOBS) profile. No need to create a new profile if you already have a [USAJOBS](http://USAJOBS) profile. Basic demographic information automatically populates when you apply for multiple positions across the Federal government. Once your profile is set up, you must upload a resume in [USAJOBS](http://USAJOBS), which should be tailored to the job for which you are applying. You can create a resume through the [USAJOBS](http://USAJOBS) website or upload a resume as an attachment. You should also upload other documents that may be required for the position you are applying to such as your most recent SF-50 Notice of Personnel Action with your current position data and salary, college transcripts, DD-214 for veterans, etc.

When you apply to a Forest Service vacancy posted in USAJOBS, you will be asked to answer multiple choice questions to verify whether you meet the basic qualifications and assess your level of knowledge and experience for the position.

### **Helpful Information**

- You can track the status of your applications in [USAJOBS](http://USAJOBS). The status of all applications will be displayed under the "Application Status" tab in your [USAJOBS](http://USAJOBS) profile page.
- Additionally, you may choose to receive email notifications via [USAJOBS](http://USAJOBS) by clicking on "Notification Settings" in the "Application Status" tab and selecting the notification alerts you wish to receive regarding your application.

- You can set up saved job searches, which will automatically search for jobs based on your search criteria and email you notifications about other job opportunities. Additional information is available via the [USAJOBS Resource Center](#) under the Job Search category.
- Ensure you provide all required documents identified in the vacancy announcement.
- Resume Tips:
  - Tailor your resume to each job announcement
  - Spell out acronyms
  - Be honest
  - Write clear and concise statements
  - Use active verbs
  - Proofread your resume

### **Available Resources**

Below are a few resources to help with applying for positions through [USAJOBS](#):

- [How to Apply for a Job](#) - this job aid is available on the [HRM eRecruit website](#) (under eRecruit Highlights) to guide applicants through the application process for FS positions in USAJOBS.
- [USAJOBS Resource Center](#) – contains tutorials and information about creating saved searches, creating a resume, and much more.
- OPM Video – [How to Apply](#)

### **If You Need Assistance**

You can open a HR Helpdesk case by:

1. Logging into [ConnectHR \(Dashboard\)](#) and clicking on the HR Help (CRM) link. For detailed instructions, visit the [HRM Helpdesk Contact Center How-to Add a Case Guide](#).
2. Sending an e-mail to: [ASC\\_HCM\\_Contact\\_Center@fs.fed.us](mailto:ASC_HCM_Contact_Center@fs.fed.us), or
3. Calling the HRM Contact Center at 1-877-372-7248, Press 2.